

CONFIDENTIAL

84-0028/45

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Safety Staff Special Use Space 

FROM:

Chief, Safety Staff, DDA

EXTENSION

NO.

DATE

12 April 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. James McDonald  
ADDA2. ~~7D-18 Hqs.~~

EO/DDA

16 Apr

R

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ADDA

17 APR 1984

K

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DDA

17 APR 1984

J

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C/NBPO

7. 3 E 36 Hqs.

For response

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To 6 four - It's  
get with me before  
mtg with Sater 5:00

17 APR 1984

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DD/A Registry  
84-0026145  
13 APR 1984

MEMORANDUM FOR: James H. McDonald  
Associate Deputy Director for Administration

25X1 FROM: [REDACTED]

Chief, Safety Staff, DDA

25X1 SUBJECT: Safety Staff Special Use Space [REDACTED]

REFERENCE: A. Memo for C/NBPO/OL from C/SS/DDA dated 2 Feb 84, Subject: Safety Costs Associated with the New Bldg. for the 1986 Program Call

B. Memo for C/SS/DDA through ADDA from C/NBPO/OL, dated 16 March 1984, Same Subject

1. Reference B offers some objection to the additional space requested by the Safety Staff in the new building. Either I did not make clear our needs or the NBPO doesn't understand the needs of and existing assets of the Staff. The following is an attempt to clarify our original request: [REDACTED]

25X1 25X1 [REDACTED]

b. I believe the New Building staff failed to realize that more than a third of the space requested is to accommodate materials and equipment that already exists, such as our Technical reference library, specialized and sensitive equipment and our training materials. While these items are currently housed in [REDACTED] the space is inadequate to facilitate maximum effectiveness of their use, and the space is not properly designed to accurately calibrate our equipment or do adequate preparation for sampling. These drawbacks have been recognized by all the past audits relative to the needs of the Agency's Safety Program. We really don't need the NBPO to become instant experts.

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c. We currently utilize a Wang Alliance System and our requirement is to have the Central Processing Unit and disk drives adequately isolated from work space, so that the staff will not be exposed to the noise and heat. This we recommend to all users during our inspections.

d. The majority of Safety Staff equipment is designed to determine adverse safety and health effects. As such, Safety's equipment is not comparable to Logistic's equipment nor to any other Agency Component.

e. The use of the Inductively Coupled Plasma Spectrometer to do analytical work in the long run would be time and cost effective. The current turn around time on the existing analytical contract is 3 to 4 weeks and this does not include the time required to process the reports through the mail. In house analysis could be done within 24 hours. This speed will become more significant when all components are brought into one building. When we are all on one Compound and a variety of chemicals are moved into the building, speedy analysis of unknown compounds could make the difference in how seven floors of people feel at the end of the day and determine whether or not the unusual odors are significant enough to warrant the evacuation of the building.

f. Notwithstanding our analytical requirements, we also need laboratory space to safely and efficiently prepare modest amounts of reagents used for air sampling and space to calibrate equipment prior to each test.

g. Safety handles and sends for analysis a wide variety of chemicals and materials, the most crucial of which are compounds received by other components whose contents are unknown; so far these have been relatively harmless. Storing an unknown material from a questionable source for an indefinite period of time in the building that houses a majority of Agency personnel is a cause for concern. Even storing unlabeled and questionable materials from our own people would not be prudent.

h. The large expenditure created by the analytical work necessary to clean up  could have been avoided if we had the capability to do our own analytical work. This, of course, would also enhance the security of such operations. We could have provided

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i. Each sample that is sent to a contractor for analysis allows more people outside the Agency to become aware of materials being used by the Agency. This is a serious security concern.

j. The training films, slides, tapes, audio visual equipment, microfiche reader, promotional materials, posters, signs, and flipcharts are existing and must be stored somewhere other than in staff members' offices.

k. The reference library used by Safety Staff contains technical reference materials which are used daily by Safety Staff. Few, if any of these reference materials are applicable to any other component in the Agency, including Logistics.


l. The reference materials which are not used on a daily basis by the Safety Staff are necessary for occasional reference and for emergency situations. Storing such materials in the Central Reference Library is not practical since it is doubtful that the component requesting an emergency response would be very happy if we had to go to the library for research.

m. The request for lecture space was based on the fact that Safety Staff briefs approximately 32 collateral duty safety officers each year, usually one at a time. We also do individual briefings to security officers assigned to area security overseas and domestic positions. The emergency evacuation organization includes: stairway, room, and corridor wardens who are also briefed about fire evacuation procedures. There were also 13 Women's Safety briefings given to approximately 200 employees last year in the Headquarters [redacted] We can not keep looking for places to conduct briefings.

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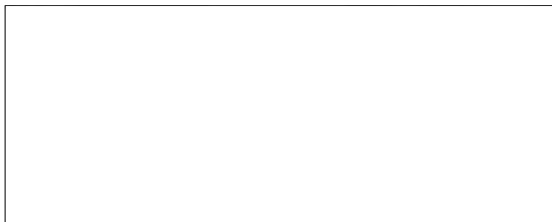
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2. Hopefully, this additional explanation will help in providing adequate space for the Safety Staff in the new building, something it never has had. 

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## ROUTING AND RECORD SHEET

DD FORM 137  
84-0028/27

SUBJECT: (Optional)

Safety Staff Special Use Space

FROM

EXTENSION

NO.

OL 2033-84

DATE

19 MAR 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. ADDA  
7D 24 Hqs

20 MAR 1984

Jm

1. Concur.

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3. C/SS/DA

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84-00287-3

16 MAR 1984

MEMORANDUM FOR: Chief, Safety Staff, DA

VIA: Associate Deputy Director for Administration

FROM:   
Chief, New Building Project Office, OL

SUBJECT: Safety Staff Special Use Space

REFERENCE: Memo for C/NBPO through ADDA fm C/SS/DDA, dtd 15 Feb 84,  
Subj: Safety Costs Associated with the New Building for the  
1986 Program Call

1. The reference memorandum discusses a Safety Staff requirement for backfill space in the existing Headquarters Building to house a reference library, lecture area, word processing system, and laboratory facilities. The requirement involves approximately  feet of space and \$500,000 in construction costs.

2. The late arrival of the requirement has prevented it from being included in the preparation of the 1986 Program and Budget Call to date, and NBPO reservations concerning the cost effectiveness of establishing the requested facilities make it necessary that we recommend against incorporating these special use spaces into the backfill design of the existing building for the foreseeable future.

3. It is our position that sufficient classrooms will be available in the Headquarters buildings to accommodate the Safety Staff's lecture needs and that it would be just as cost effective and more space efficient to have the required materials testing performed on a contract basis than it would be to establish a Government laboratory for the same purpose. We estimate that 300 square feet of space will be required to accommodate the Safety Staff's 288 linear foot reference library. It may be possible to provide this additional space; however, we recommend that the Safety Staff look into the possibility of furnishing their normal office space with work stations that include off-the-floor shelving. This approach would satisfy the need to have frequently required reference material readily at hand with little or no impact on floor space. The less frequently needed material should, as will be the case with the occasional references of other components, be placed in the Office of Central Reference Library.

OL 2033-84

SUBJECT: Safety Staff Special Use Space

4. Members of this office are available to discuss these issues further at your convenience.

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cc: D/OL/DA



CONCUR: \*

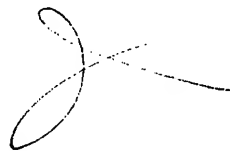
25X1



Associate Deputy Director for Administration

3/20/84  
Date

\* I believe it beneficial if the Safety Staff and the new OL Div. HOME were located next to each other. Books, drawings, ref. material, equipment and a host of other common support items could be shared.

A large, stylized handwritten signature, possibly 'J', located below the handwritten note.